



# USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052022R10003  
**ISSUANCE DATE:** 10/14/2021  
**CLOSING DATE/TIME:** 11/12/2021 at 03:00 p.m. local time.

**SUBJECT:** Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe Ramirez  
Digitally signed  
by Guadalupe  
Ramirez  
Date: 2021.10.12  
11:57:30 -06'00'

Guadalupe Ramirez  
Executive Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION No.:** *72052022R10003*
2. **ISSUANCE DATE:** 10/14/2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**  
11/12/2021 *before and/or at 03:00 p.m. local time.*
4. **POINT OF CONTACT:** Andrea Gramajo, e-mail at [agramajo@usaid.gov](mailto:agramajo@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Private Sector Development), FSN-4005
6. **MARKET VALUE:**  
Q.449,149.00 – Q.696,173.00 equivalent to FSN-12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in Guatemala. Final compensation will be negotiated within the market value.
7. **PERIOD OF PERFORMANCE:**  
The period of performance is five (5) years, estimated to start o/a April, 2022. The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.
8. **PLACE OF PERFORMANCE**  
Guatemala with possible travel as stated in the Statement of Duties.
9. **ELEGIBLE OFFERORS: CCN or TCN.**  
All interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:**  
Regional Security Office Background Check.
11. **STATEMENT OF DUTIES**
  1. ***General Statement of Purpose of the Contract.***  
The USAID Project Management Specialist (PMS) provides technical and program support and advice to USAID/Guatemala's Economic Growth Office, and to the USAID/Guatemala Mission on private sector engagement and job creation-related activities and programming; demonstrates

excellent teamwork and interpersonal skills, strong leadership, management, and political acumen, and strong judgment and professionalism to serve as USAID's representative with private sector executives and leaders. The Specialist provides executive direction in program development, implementation, and evaluation, as well as staff development necessary for the economic growth programming in the Mission. Serves as the principal partnership builder, working across the Mission and Embassy to identify and pursue new and innovative private sector partnership opportunities among all sectors of the economy. In addition, the Specialist is well-versed in the barriers to economic growth the private sector manages and innovative approaches to address them. The Specialist maintains personal contacts with high level executives with the level of professionalism expected by the private sector. S/he/they are the engagement focal point addressing the drivers of irregular outmigration of Guatemalans, by working in critical areas of increasing private-sector engagement, especially in entrepreneurship, small and medium enterprise development, domestic and foreign investment, job creation, nearshoring, and in public-private and private-private partnerships and alliances. The Specialist exhibits a high level of integrity and attention to detail, to ensure the proper use of USAID and USG public-private partnership systems and procedures, to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The Specialist is highly flexible, willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. The Specialist is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues, both within and outside of USAID

## **2. *Statement of Duties to be Performed***

### **A. Lead the design and management on inclusive economic development, private sector competitiveness and job creation: 30%**

The Specialist leads the planning, design and management of private sector – related programming and activities to improve Guatemala's private sector competitiveness. S/he/they acts within current USAID regulations, incorporating state of the art thinking on activity design and implementation in areas such as entrepreneurship and small and medium enterprise development, private sector competitiveness, local economic development, business enabling environment and job creation, trade capacity building, and fiscal policy.

The Specialist makes emphasis in fostering a more sustainable economic development for Guatemala, considering inclusiveness of marginalized communities and populations, and empowering these populations to become integrated into Guatemala's economic grid. The Specialist will apply a special emphasis of thinking to address the drivers of outmigration and will participate in monitoring and evaluating outcomes of USAID/Guatemala's economic growth interventions.

S/he/they works with Contracting and Agreement Officers to facilitate the formal acquisition or agreement process, and supports them in managing contracts, cooperative agreements, and grants, as well as other forms of collaboration related to economic development through private sector engagement.

### **B. Provide technical leadership and advice across the Mission on private sector engagement strategies and conduct research on innovative approaches for partnering in the futures: 30%**

The Specialist gathers, analyses, and provides technical advice to USAID Guatemala to inform decision-making on private sector engagement and economic development options for Guatemala. This includes providing analysis of the latest research on relevant macroeconomic data and private sector interventions and participates with considerable weight in designing and leading new private sector partnerships, including engagements towards entrepreneurs and small and medium sized businesses.

The Specialist utilizes existing and new economic policy analyses to define and identify policy reform interventions, especially those that leverage innovative interventions, incorporate technological solutions, focus on the role of women, youth, and indigenous Guatemalans in the sector, and can be scaled up cross-sectorally. The Specialist will take a leadership role in the USAID/Guatemala Private Sector Engagement working group. S/he/they leads internal coordination, particularly across other USAID offices and programs that may offer opportunities to partner with private sector investments and further targeted objectives.

The Specialist stays up to date on financing rules and regulations to stay current on capital investment towards the private sector. This includes blended finance models of commercial debt/equity and technical assistance facilities. In addition, the Specialist research rules and regulations that impede foreign and local investment in private capital and proposes solutions to address these issues.

**C. Lead coordination, partnership and alliance building to improve economic growth and development outcomes. 30%**

The Specialist identifies potential alliance partners and develops relationships with private sector, businesses, corporations, foundations, community organizations and other non-governmental organizations, and other donors, through formal and informal coordination and outreach, personal contacts and networking. She/he/they provides oversight and guidance to contractors and grantees to initiate, develop or expand alliances based on the strategic goals of USAID/Guatemala.

The Specialist attracts financial resources and investments that can be leveraged to address USAID/Guatemala's goals and objectives and develops and sustains close coordination of USAID-funded activities across sectors and with those of other donors working with host governments, local governments, and other entities.

The Specialist develops and sustains close collaborative, professional relationships with GoG officials at the highest levels, senior officials of other USG agencies, key business leaders in Guatemala, other major donors, and international organizations. The Specialist ensures effective coordination of USAID-funded activities with those of other donors. The Specialist promotes the expansion of effective economic growth strategies and approaches that can serve to create jobs and improve livelihoods.

The Specialist represents USAID/Guatemala's Economic Growth Office, the Mission, and the USG to stakeholders and external development partners in a wide variety of fora sponsored by USAID development partners, at conferences and workshops, donor subgroup meetings, and other relevant forums on economic development; and, in negotiations with GoG on project design and implementation, ensuring that host-country officials at the highest levels are apprised of program progress. The external coordination responsibilities require the Specialist to demonstrate highly developed professional judgment, and to provide technical direction, leadership in the field, and management oversight.

**D. Leadership and Oversight of Diplomatic Requests and Responsibilities Related to Private Sector Engagement and Economic Development in Guatemala. 10%**

The Specialist responds to USAID taskers on a variety of topics including Guatemala's economic development options, current economic status and performance, USAID/Guatemala's programing and results, lessons learned, drivers of outmigration, nearshoring options, countering malign influences and related topics.

*The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

**12. PHYSICAL DEMANDS:** The position does not require physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** Work requires completion of a Bachelor's degree in Economics, Business Management, and Administration, Economic Finance and Policy, or a related sciences.
2. **Prior Work Experience:** A minimum of seven years of progressively responsible, professional-level experience in economic development and/or finance is required. Former experience in public – private partnerships and alliance building and management, and economic growth and development project management. In addition, applications must have experience related to economic development.
3. **Language Proficiency:** Level IV (fluent) Spanish and English language proficiency, in speaking and in writing, is required. This position will have a strong component for original writing, and job holder must be able to prepare complex papers documenting research and/or conceptualization processes, and other correspondence and analytical materials in English. Specialist must be able to fully participate in high-level meetings conducted in English and be able to defend research and recommendations in English – often with USAID/Washington and other international fora.

**III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be

required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- a. **Education (15 points)** Work requires completion of a Bachelor's degree in Economics, Business Management, and Administration, Economic Finance and Policy, or a related sciences.
- b. **Prior Work Experience (20 points)** A minimum of seven years of progressively responsible, professional-level experience in economic development and/or finance is required. Former experience in public – private partnerships and alliance building and management, and economic growth and development project management. In addition, applications must have experience related to economic development.
- c. **Skills and Abilities (65 points)** The Specialist must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior-level GoG officials, and with public and private organizations, such as primary USAID technical contacts in the development area. The Specialist must have the ability to undertake analysis and understand complex and multi-sectoral programs; the ability to work under pressure and quickly produce results; and the ability to be sensitive to USAID relationships with the GoG, other donors, the Mission or Embassy (as well as its Consulates), and private and public organizations. Verbal communication skills are also used to explain and interpret GoG attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, counterparts, and peers. Excellent writing skills are required to prepare regular and ad hoc reports, documentation of program impacts, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, in the development of periodic work plans. Skill in USAID programming, policies, and plans, and in developing strategies for implementing recommendations, is required. The ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters, is necessary. The work requires good computer skills to complete assigned activities and to achieve set goals and achievements.

**Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 (EMPLOYMENT APPLICATION FOR LOCALLY EMPLOYED STAFF OR FAMILY MEMBER) which is available at the following link:  
[https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY\\_EMPLOYED\\_STAFF\\_APPLICATION\\_FORM\\_DS-174.pdf](https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY_EMPLOYED_STAFF_APPLICATION_FORM_DS-174.pdf)
2. Offeror must also submit a signed cover letter and a resume written in English.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov).
7. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**1. BENEFITS:**

- a. Health and life Insurance
- b. Retirement plan (if applicable)
- c. Annual and Sick leave
- d. Annual bonuses: Bonus 14 and Christmas Bonus
- e. Annual performance bonus (MBC Reward, as applicable)
- f. Local and American Holidays

in accordance with Mission policy and local labor laws.

**1. ALLOWANCES:**

- a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

**VII. TAXES**

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:



**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>641-MOD-20-HT-00</i>	1	LOT	<u>\$TBD</u>	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

**\*\*\* END OF SOLICITATION \*\*\***